

ORD-4458-74

P-3-974

MEMORANDUM FOR: Director of Research and Development  
SUBJECT : 25X1A9a Special Recognition  
[REDACTED]

25X1A9a

1. [REDACTED] has been employed in this Division, and its predecessors, since December 1968 as a Clerk Typist, Secretary, and finally in the capacity of Divisional Secretary since 1973. Our impressions, plus those of Division Staff members associated with her for several years, warrant this letter of commendation.

2. [REDACTED] has during her years with the Agency maintained a highly consistent performance of duties. This has been so in spite of several organizational changes, as well as supervisory personnel changes. She is among that group of dedicated workers who are literally "unflappable" despite short deadlines, priorities on top of priorities, and the like. In addition, [REDACTED] has consistently been extremely considerate of fellow employees, especially in training replacement clerk typists or junior secretaries.

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3. This Division and its predecessors have had a multiplicity of varied projects which have been managed by an equally varied group of individual project officers representing a wide order of scientific disciplines. [REDACTED] has been eminently successful in coping with the myriad of tasks requested of her during her tenure here.

4. In addition to every day duties such as routine typing, filing, answering telephones and so forth, [REDACTED] has shown excellent judgment in formatting budget documents, viewgraphs, and file management. She has been instrumental in retiring project files and maintaining current files in an exemplary manner.

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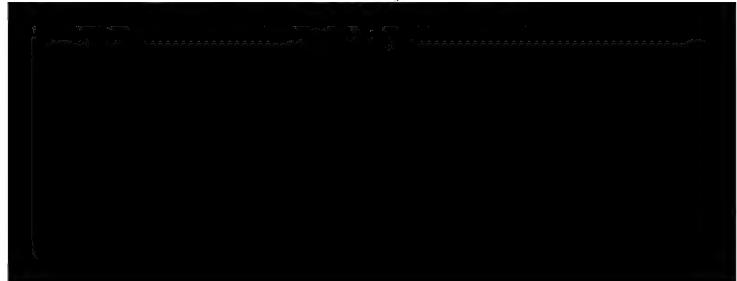
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These may appear to be routine duties, but I believe it is the dispatch with which [REDACTED] accomplishes such tasks with no complaints that contributes to her overall competency. It is a pleasure to recognize and reward [REDACTED] and to recommend that she be further recognized by the Director of Research and Development.

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RECD



CONCUR:

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10/22/74

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Chief, LSR/ORD

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\_\_\_\_\_  
Date

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C/LSR/ORD/DD/S&T: [REDACTED] :dms/2901 (22 Oct 74)

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